

Annual Audit and Collections Report (CY 2011)**Group Self Insurer****Data Reporting Instructions****Electronic Reporting Instructions for the Annual Audit and Collections Report****File Content Format**

<u>Field Number</u>	<u>Report Field Name</u>
Field 1	Reporting Group Self-Insurer Name
Field 2	Group Self-Insurer Federal Employer's ID Number
Field 3	Year Covered by Report (i.e. 2011)
Field 4	Group Policy Number
Field 5	Insured Company's Name
Field 6	Insured Company's Street Address
Field 7	Insured Company's City
Field 8	Insured Company's State
Field 9	Insured Company's Zip Code
Field 10	Insured Company's Federal Employers ID Number
Field 11	Insured Company's SIC Number
Field 12	Policy Effective Date (YYYY/MM/DD)
Field 13	Transaction Code (Issuance, Endorsement, Retro Transaction, Audit, Cancellation etc.)
Field 14	Type of Workers' Comp Policy (Deductible, Retro, Coal, Standard etc)
Field 15	Accounting Date Of Each Transaction (YYYY/MM/DD)
Field 16	Direct Written Premium Reported to Ky. Dept. of Insurance
Field 17	Premium Reported to KWCFC
Field 18	Reconciling Entry (Ky. Dept. of Insurance – KWCFC)
Field 19	All Employers Special Fund Assessment
Field 20	Deductible Amount
Field 21	Deductible Policy Schedule Ratings Adjustments

Note: For the Annual Audit and Collection Report, 21 fields should be provided for each 2011 transaction. Fields can be up to 128 characters in length.

File Format

The most preferred methods for saving the data are listed in order of acceptance below:

1. Files saved in Microsoft Excel through version 2003.
2. ASCII text delimited files using a semicolon (;) as a field separator and a carriage return to indicate the end of the record.

ASCII Text Report Example

```
ABC Ins Co;12-3456789;2011;123456789;XYZ Inc;123 Main St;Anytown;KY;54321;
12-345678;1222;2011/01/01;Endorsement;Deductable;2011/01/01;800.00;800.00;0;72.00;0;0<CR>
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Data should be sent on CD or DVD to:

Kentucky Workers' Compensation Funding Commission

#42 Millcreek Park

PO Box 1128

Frankfort, Kentucky 40602-1128

If any technical questions should arise, or if you need further instructions, please contact Gordon Stammel at (502) 573-3505, extension 228 or email to Gordon.Stammel@ky.gov